



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

Administrative Review Summary Report

School Food Authority Name: American Basic Schools LLC

CTD: 07-89-89

Site(s): Burke Basic School

Contact: Alicia Payan

Review Date: October 24, 2016

Review Period: September 2016

Programs Reviewed: ☒ National School Lunch ☒ School Breakfast ☐ Afterschool Snack
☐ Fresh Fruit & Vegetable ☐ Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification & Benefit Issuance- Critical Area		
No findings.		None required.
Performance Standard 1: Meal Counting & Claiming- Critical Area		
No findings.		None required.
Performance Standard 2: Meal Components & Quantities- Critical Area		
No findings.		None required.
Performance Standard 2: Dietary Specifications & Nutrient Analysis- Critical Area		
No findings.		None required.
Meal Access & Reimbursement: Certification & Benefit Issuance		
No findings.		None required.
Meal Access & Reimbursement: Verification		
No findings.		None required.
Meal Access & Reimbursement: Meal Counting & Claiming		
No findings.		None required.

Meal Pattern & Nutritional Quality: Offer Versus Serve

No findings.

None required.

Meal Pattern & Nutritional Quality: Meal Components & Quantities

No findings.

None required.

Resource Management

A process to sufficiently ensure compliance with the adult meal price was not in place.

Discussed revenue from non-program foods requirements and provided the adult meal calculation that would be sufficient to cover a lunch meal sold at Burke Basic School. Lunch: \$3.24 (free lunch meal reimbursement) + \$0.23 (USDA Food) = \$3.47. The breakfast price is currently being met, but provided calculation for reference: Breakfast: \$2.04 (free breakfast meal reimbursement) + \$0.23 (USDA Food) = \$2.27

Please provide written assurance that lunch meals sold to adults will be sold at the minimum price requirement for this school year. Please provide updated meal price for lunch.

General Program Compliance: Civil Rights

The non-discrimination statement used on program materials is not the most current USDA statement. Specifically the statement used on the notification of benefits letters.

Discussed where to find non-discrimination statement on ADE's website at: <http://www.azed.gov/health-nutrition/civil-rights/> and whether long or short statement would be most appropriate.

Please provide written assurance that all program materials have been updated with the proper language. Additionally, an updated program material with the correct non-discrimination statement must be provided to the reviewer.

The public/media release was not provided to local media, the unemployment office, and local employers considering large layoffs.

Discussed requirements and timeframe for public/media release, and best options locally for submitting the release to. Showed where template release can be found on ADE's website at: <http://www.azed.gov/health-nutrition/files/2012/06/media-release-7-14.pdf>. Discussed who would be responsible for doing this.

Please provide written assurance that the public/media release will be submitted to either the local media or the unemployment office prior to the start of each school year.

General Program Compliance: SFA On-Site Monitoring

Not applicable.

None required.

General Program Compliance: Local Wellness Policy

The LWP did not contain required elements, specifically goals for nutrition education, physical activity, other school-based activities to promote student wellness and policy leadership.	Nutrition guidelines for all foods and nutrition promotion were vaguely discussed in the policy. These two elements of the LWP need to be better defined. Goals in each element of the LWP were not specific and did not have a way to measure success. Discussed with Alicia that the LWP needs to be strengthened. Discussed LWP final rule information and deadlines. Team Nutrition Resources can be found at: http://teamnutrition.usda.gov	<i>Please provide a written plan for how the missing elements and goals of the LWP will be included. The plan should include draft language of the goals and elements to be added, who will be involved in updating the LWP, and the date the update is expected to be completed.</i>
The LWP does not specify how and when a review and update of the policy is to occur.	The policy states who will ensure that the policy is up to date, but not specifically when this will occur. Discussed LWP final rule information and June 30, 2017 requirement. LWP information can be found at: http://www.azed.gov/health-nutrition/wellness-policy/	<i>Please provide in written LWP plan when updates to the LWP will occur (quarterly, annually, etc.).</i>
The recent assessment of the implementation of the LWP did not meet requirements.	The assessment was completed by the Food Service Director. Discussed the importance of getting others involved in the committee to also assess the LWP in order to better assess goal achievement and feedback. Discussed that the assessment provided by the ADE needs to be modified with specific goals found in the LWP at Burke Basic School.	<i>Please provide written assurance that the LWP will be assessed by others outside of the School Nutrition program and that the assessments will be specific to Burke Basic School's LWP goals.</i>

General Program Compliance: Competitive Food Services

No findings.	<i>None required.</i>
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General Program Compliance: Professional Standards

No findings.	<i>None required.</i>
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General Program Compliance: Water

No findings.	<i>None required.</i>
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General Program Compliance: Food Safety, Storage and Buy American

No findings.	<i>None required.</i>
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General Program Compliance: Reporting & Recordkeeping

No findings.	<i>None required.</i>
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General Program Compliance: School Breakfast Program & Summer Food Service Program Outreach

Families were not notified of the availability of the SFSP prior to the end of the school year.	Discussed which entities in the local area operate the SFSP and how to notify families. Summer feeding locations can be found at: http://www.eatwellbewell.org/ or go to: http://www.whyhunger.org/ .	<i>Please provide a description of how families will be notified of the availability of the SFSP prior to the end of the school year, and written assurance that this will occur.</i>
Outreach to families regarding the availability of the SBP was not conducted throughout the school year.	Discussed methods of notifying families of the availability of the SBP at the start of and throughout the school year and determined which was most feasible.	<i>Please provide a description of how families will be notified of the availability of the SBP during the school year.</i>

Other Federal Program Reviews: Afterschool Snack Program

Not applicable.

Other Federal Program Reviews: Seamless Summer Option

Will be reviewed in Summer 2017 if applicable.

Other Federal Program Reviews: Fresh Fruit & Vegetable Program

Not applicable.

Other Federal Program Reviews: Special Milk Program

Not applicable.

Comments/Recommendations:

Congratulations on completing your 2016-2017 Administrative Review! You are all doing such a wonderful job implementing the National School Lunch and School Breakfast Program at Burke Basic School, please keep up the good work.

To stay on track with NSLP requirements checkout the NSLP at a Glance Calendar & Monthly Checklist on our website at
http://www.azed.gov/health-nutrition/files/2016/07/sy-16_17-nslp-calendar7.20.16.pdf

Training: In-person classes, Web-based training, and How-To guides can be found on ADE's website at
<http://www.azed.gov/health-nutrition/nslp/training/>

Fiscal Action Assessed?

☐ Yes- SBP ☒ No- SBP ☐ Yes- NSLP ☒ No- NSLP

Please submit corrective action response by January 5, 2017 to Elisabeth.Alvarez@azed.gov or 1535 West Jefferson Street, Bin #7 Phoenix, AZ 85007.

Eear

11/16/2016

Reviewer Signature

Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.



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